



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 25, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 26, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, September 9, 2016**. Applicants will not be accepted after that time and date.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

CE V

Maintenance Field Engineer (West)
Region 3/District 4/Operations
Highways Project Implementation
Peoria

Attachments
41203

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Friday, September 9, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer V	Salary Range:	\$6,315 - \$10,210
Position Title:	Maintenance Field Engineer (West)	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW115-23-54-502-00-01	IPR#:	41203

Office/Central Bureau/District/Work Address:

OHPI / Region 3 / District 4 / Bureau of Operations / 401 Main Street, Peoria, IL

Description Of Duties:

This position is accountable for planning, organizing, and controlling the maintenance activities in an assigned sector of the district. This position has the primary responsibility for maintaining the roadway system within assigned counties. In this capacity, the position deals with both the administrative functions and technical aspects of highway maintenance.

Special Qualifications:

Required:

- A current Illinois Professional Engineer license
- A valid driver's license
- Districtwide travel

Desired:

- Nine years' experience in civil engineering of which at least five years should be in the specific area of highway engineering, three years of which should have been supervising engineering functions
- Ability to plan, organize, and establish priorities
- Strong supervisory skills
- Strong oral and written communications skills and experience communicating with the public

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

This position requires 24-hour call availability to respond to emergency repair and maintenance.

***THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	May 12, 2016	POSITION:	Maintenance Field Engineer (West)
APPROVED BY:	<i>Kensil Garnett</i> Kensil A. Garnett, Regional Engineer	OFFICE/DIVISION:	OHPI/Region 3/District 4 Bureau of Operations
CODE:	PW115-23-54-502-00-01	REPORTS TO:	Operations Engineer

Position Purpose

This position is accountable for planning, organizing, and controlling the maintenance activities in an assigned sector of the District.

Dimensions

Subordinate Personnel:	Direct 3 Technical; Indirect 75-100 Negotiated Rate; 75-100 Seasonal
Lane Miles Maintained:	2100
Annual Payroll:	\$1-2 million
Annual Budget:	\$5-6 million
Number of Counties:	5-7 and portions of others

Nature and Scope

This position reports to the District Operations Engineer as do one other Maintenance Field Engineer, the Bridge Maintenance Engineer, the Traffic Services and Development Technician, Traffic Operations Engineer, the Traffic Design and Planning Engineer, and an Executive Secretary. Reporting to this position are Operations Supervisors.

This position has the primary responsibility for maintaining the roadway system within assigned counties. In this capacity, the position deals with both the administrative functions and technical aspects of highway maintenance. This position manages the operating budget and manpower to guarantee optimal allocation and scheduling of resources, as well as oversees right-of-way and road surface maintenance. The road maintenance is often complicated by inclement weather and in order to keep the road open to the traveling public, this position is on emergency call at all hours.

Typical problems faced by the incumbent are both technical and managerial in nature. These include making decisions regarding maintenance techniques, work priorities, training, motivating and evaluating subordinates and communicating with the general public regarding maintenance subjects. The greatest challenges the incumbent will face will be to maintain a safe mode of transportation to the motoring public within budgetary limitations and to motivate a large and widely dispersed staff of subordinates through guidance and effective decision making.

The incumbent personally establishes priorities and determines needs within a designated area and establishes work schedules to accomplish the physical upkeep of State highways. The incumbent supervises the preparation of reports regarding the Maintenance Bureau's budget, manpower, material, equipment, miscellaneous construction contracts and routine and emergency maintenance activities within assigned counties. Through periodic observation and inspection, the incumbent directs personnel in snow removal, road repair, right-of-way mowing and various maintenance duties. The incumbent investigates and resolves major complaints from the motoring public, represents the Department with local agencies and utilities, and reviews construction work performed under Department of Transportation permits and Day Labor contracts.

The incumbent accomplishes accountabilities through the following subordinates:

Operations Supervisor: who are each accountable for managing a Team Sections responsible for maintaining roadways in a geographical area.

The incumbent has the authority to establish daily activities, allocate and resolve budgetary needs, determine material and equipment usage within a designated area, resolve citizen complaints and authorize and supervise the distribution of equipment and commodities throughout assigned sectors. In making decisions involved in the position, the incumbent is guided by Standard Specifications for Road and Bridge Construction, IDOT policies, FHWA policies, various other specifications and by the provisions of the Union contract. However, many of the maintenance problems faced by the incumbent are not covered by standards or policies and often require unique creative solutions. The incumbent has considerable latitude involving program planning, employee counseling and evaluation and makes recommendations regarding subordinate disciplinary actions. Problems beyond the authority of the incumbent such as complex maintenance techniques, highly sensitive citizen complaints and/or requests will be referred to the District Operations Engineer along with recommendations.

Within the Department, the incumbent confers with all district Bureaus and the Central Bureau of Operations and Traffic. Communications outside the Department are with the City, County, and State Police; City, County and Township officials, property owners, and the traveling public.

The effectiveness of this position can be measured by the condition and general appearance of the pavement and right-of-way, the operational safety performance of the team section(s), the conduct of the incumbent's subordinates, and the timely completion of emergency maintenance all within the assigned budget limits.

This position requires district-wide travel. The incumbent is "on-call" 24 hours a day to respond to emergency repair and maintenance.

Principal Accountabilities

1. Plan, organize, direct and control all normal and emergency maintenance activities within assigned area to provide a safe and usable highway system.
2. Investigate and meet with local residents and officials regarding complaints, access permits and right-of-way problems.
3. Periodically inspects construction work performed under contract, by permit and by Day Labor to ensure projects reflect approved Department standards.
4. Assign, train, motivate and evaluate subordinate personnel and ensure the safety and well-being of subordinates.
5. Responsible for meeting the goals of the Department's safety programs and policies as they relate to subordinate personnel.
6. Possesses attributes of courtesy, respect, and cooperation with public, co-workers, employees and technical staff.
7. Ensures that the team sections within their assigned area operate with their allotted budget.
8. Performs other duties as assigned.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.